

Indiana Pollution Prevention (P2) Grant Program Application Guide

Indiana Department of
Environmental Management
Office of Program Support
800-988-7901

The Indiana Department of Environmental Management (IDEM) announces grant funding availability through the Pollution Prevention Program (P2 Program).

- **Grant requests between \$10,000 and \$25,000 will be considered. Applicant match must be greater than or equal to the grant amount. Equipment and Personnel costs are not eligible for grant funding however may be considered toward the match requirement.**
- **Projects addressing material substitution, product reformulation, process changes, or in-process recycling of wastes are just a few examples of the types of projects eligible for funding through IDEM. Eligible projects must demonstrate measurable environmental results and cannot be initiated to meet compliance requirements.**
- **IDEM must receive proposals by Friday, November 1, 2019 at 11:59 p.m. EST**

State Agency Name:

Indiana Department of Environmental Management (IDEM)
Office of Program Support (OPS)
Pollution Prevention Branch

Funding Opportunity Title:

Pollution Prevention (P2) Grant

Dates:

Applicants must submit applications to IDEM by the deadline. The deadline for receipt is **November 1, 2019, 11:59 p.m. EST**. IDEM recommends you submit your application early enough to address any unforeseen technical complications. We recommend you verify all documents have been received by IDEM before the deadline. IDEM will not consider applications received after the deadline.

Applicants requesting comments or assistance with their applications are encouraged to submit applications to the IDEM P2 Grant Coordinator approximately 4-6 weeks prior to the due date. Although there is no guarantee the P2 Grant Coordinator will provide comments, feedback may include recommendations to improve the application.

Description of Funding Opportunity

IDEM offers a variety of voluntary programs to encourage Indiana organizations, including industry and communities, to go beyond environmental compliance. Pollution prevention is one of the most desirable strategies for reducing negative environmental impacts; however, pollution prevention projects, especially innovative projects, sometimes are difficult to cost justify. The IDEM Pollution Prevention (P2) Grant program encourages Indiana organizations to implement pollution prevention projects and activities that they might not otherwise be able to fund without the Indiana tax dollars provided through this program. The P2 Grant program is a win-win situation for Indiana organizations, Indiana communities, and the environment.

The purpose of the P2 Grant Program is to increase pollution prevention, water and energy conservation, and source reduction activities through demonstration projects and measurable results. Projects addressing material substitution, product reformulation, process changes, or in-process recycling of wastes are just a few examples of the types of projects eligible for funding through IDEM. Eligible projects must demonstrate measurable environmental results and cannot be initiated to meet compliance requirements.

P2 Grant funding is not suitable for projects that involve waste disposal, recycling, waste treatment, or other activities that do not meet the definition of pollution prevention. For funding related to recycling activities, refer to the [IDEM's Recycling Market Development Program](#).

Award Information

A total of \$50,000 will be available for P2 Grants. Eligible candidates may seek a grant between \$10,000 and \$25,000. Applicant match must be greater than or equal to the grant amount. Equipment costs are not eligible for grant funding however may be considered toward the match requirement.

The P2 Grant Program is a competitive program that addresses State needs to prevent pollution and conserve natural resources by providing funding for startup or expansion of innovative pollution prevention, water and energy conservation, and source reduction activities. Eligible applicants submit suitable projects to compete in the statewide P2 ranking process. Applications will be scored based on the selection criteria laid out in the “**Criteria and Available Point Values**” section below. Once projects have been reviewed for eligibility and ranked by the criteria for priority, IDEM will determine if available funds are sufficient to meet the funding requests of all eligible applications. If funding requests for eligible projects exceed available funds, funding priority will be given to the highest scoring applications. IDEM reserves the option to partially fund applications. Final funding decisions are expected in January 2020.

IDEM seeks to ensure that funded projects are sustainable and can be accomplished during the grant term. Local commitment and project management are key factors in program sustainability. Measurable results of pollution prevention are the forefront of the P2 Grant Program. A final report at the end of the grant agreement will be required.

Eligibility Information

Eligible Applicants:

Any entity located in Indiana is eligible to apply for P2 grants. Indiana entities include but are not limited to manufacturers, schools, not-for-profits and communities.

All applicants must be an established Indiana based entity, in compliance with all federal, state, and local regulations. Businesses must be registered with the Office of the Secretary of State. The [INBiz Business Search](#) can help you determine if you are already registered. If you are NOT registered, please [register](#) prior to submitting your application for this grant. **Note:** Applications will not be accepted if this requirement is not met.

Excluded Entities:

Entities not eligible to receive P2 grant funding include:

- Individuals;
- Entities not in good standing with IDEM, Department of Revenue (DOR), and Department of Workforce Department (DWD);
- Businesses not registered with the Indiana Secretary of State or not in compliance with its reporting requirements.

Cost Sharing or Matching:

Applicant match must be greater than or equal to the grant amount. Equipment costs are not eligible for grant funding however may be considered toward the match requirement. Non-state funds including Federal or private funds may be used toward the match. State funds cannot be used as any portion of the match.

Each grant application must document the required match. Match must be necessary and reasonable for accomplishing the proposed project objective(s) and must be made during the term of the grant agreement.

You may meet your minimum required match through contributions from a third party. A third party is any individual or organization other than the applicant, such as a partner or subgrantee. As the primary grantee, you are responsible for the full amount of the match proposed, if your application is selected, including any amount provided by one or more third parties.

All requests to use in-kind match must be approved by the P2 Grant Program. **Requests and documentation must be submitted with the P2 Grant Application.** Eligible sources of in-kind match include but are not limited to:

- The appraised fair market value of donated land. Land donations by applicants, developers, organizations or individuals with financial or ownership interest in the project are ineligible as in-kind match;
- Volunteer labor calculated at \$15.00 per hour regardless of the type of work being done; and
- Donated goods or services are valued at cost.

Requests must include:

- A summary of the request that shows a breakdown of how the amount was calculated;
- Supporting documentation, including a commitment letter from the donor regarding what is being donated and the value; and
- In the case of land donation, a copy of the fee appraisal (a review appraisal is not required).

Example grant and grant match formulas:

\$10,000 state funds = \$5,000 cash match + \$5,000 in-kind match

\$10,000 state funds = \$10,000 cash match

Minority/Woman Business Enterprises (MBE/WBE), small businesses (less than 100 employees), and Environmental Stewardship Program (ESP), Partners for Pollution Prevention and CLEAN Community members are eligible for a reduced match requirement of 25 percent. Contact your IDEM P2 Grant Program Manager to find out if you qualify.

Application and Submission Instructions

Obtaining an Application Package

The application package for the P2 Grant can be downloaded at <https://www.in.gov/idem/prevention/2553.htm>. If you have trouble accessing the online forms, contact the IDEM P2 Grant Coordinator at (800) 988-7901.

Content and Form of Application

Applications submitted for P2 funding must include:

1. INDIANA POLLUTION PREVENTION (P2) GRANT PROGRAM APPLICATION - State Form 53334 (7-19)
2. Drawings, Maps, and Photographs showing the project site
3. Budget Information – supplemental information such as quotes for equipment and work related to the project
4. Supplemental information for in-kind match as described in the “Cost Sharing or Matching” section of this Guide.
5. List of permits that will need to be obtained or amended for project.

Submission Dates and Times:

Applicants must submit applications to IDEM by the deadline. The deadline for receipt is **November 1, 2019, 11:59 p.m. EST**. IDEM recommends you submit your application early enough to address any unforeseen technical complications. We recommend you verify all documents have been received by IDEM before the deadline. IDEM will not consider applications received after the deadline.

Applications may be submitted to the following addresses:

By mail/hand: Office of Program Support
100 North Senate Avenue, IGCN 1316
Indianapolis, IN 46204-2251

By email: p2@idem.IN.gov

Governmental Review

P2 Grant applications are subject to governmental review which includes:

- An on-site review by IDEM Compliance and Technical Assistance Program staff
- Environmental compliance history review
- Compliance with Secretary of State, Department of Revenue and Department of Workforce Development
- Past grant experience with other state grant programs

Funding Restrictions

IDEM P2 grants help Indiana organizations implement pollution prevention and source reduction activities. Examples include material substitution, product reformulation, process changes, or in-process recycling of wastes (i.e. recycling of waste is built into the process). Contractual services such as engineering costs and design costs are also eligible for grant funding. For additional explanation about possible eligible projects, refer to [Chapter 7 P2 Strategies](#) (starting on page 96) of “E101 Pollution Prevention for Indiana Businesses Manual”.

P2 grant funding is not suitable for projects that involve waste disposal, recycling, waste treatment, or other activities that do not meet the definition of pollution prevention (see below). Expenses such as ongoing program costs, permanent building structures, capital improvements or equipment, and site improvements **will not be funded** through the Indiana P2 Grant Program. (see IC 13-27-2-10).

Projects must be completed within one year of the execution of the grant agreement. Grant agreements should be executed by no later than May 2020.

Definition of Pollution Prevention

Pollution prevention includes:

- ♦ Any practice that (these practices are known as “source reduction”):
 - Reduces the amount of any hazardous substance, pollutant or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, treatment, or disposal, and
 - Reduces the hazards to public health and the environment associated with the release of such substances, pollutants, or contaminants.
- ♦ Other practices that reduce or eliminate the creation of pollutants through:
 - Increased efficiency in the use of raw materials, energy, water, or other resources, or
 - Protection of natural resources by conservation.
- ♦ Equipment or technology modifications; process or procedure modifications; product reformulation or redesign; substitution of raw materials; or improvements in housekeeping, maintenance, training or inventory control.

Application Review Information

Criteria and Available Point Values

The following criteria must be addressed in the application to receive points. Applications will be ranked and recommended for funding based on the overall score calculated by totaling the points awarded under each criterion. The total possible points is 35 plus an additional 15 bonus points are available. Partial points may be awarded for some ranking criteria, so we highly recommend applicants provide detailed information to inform reviewers how the proposed project addresses each ranking criterion. If you do not address a ranking criterion, you may receive 0 points for that criterion.

1. Pollution Prevention (Yes/No)

- a. **Does the project meet the P2 definition?** – If no, application is not eligible for funding.

2. P2 Benefits (up to 9 points)

- a. **Measurable Results (up to 5 points)** - Will the project show measurable results such as reductions in air emissions, water and electricity usage, and waste?
- b. **Health & Safety Benefits (up to 4 points)** - Will the project produce significant documented environmental health and safety benefits to employees and/or the public?

3. Project Description (up to 18 points)

- a. Motivation (up to 2 points)** – Why is the applicant pursuing this project?
- b. Innovative Approach (up to 5 points)** - Is the project innovative? How is the project superior to what others are doing? Note that “innovative” is an evolving criterion. What was innovative five years ago may not still be considered innovative today if it has become a standard practice. Please thoroughly describe your innovative approach as partial points may be awarded.
- c. Replicability (up to 5 points)** – Can the technology be transferred to others? Is the applicant willing to train or educate others about the project? Is the applicant willing to lend itself to replication by other organizations? Will the project serve as a model for others?
- d. Partnerships up to (2 points)** – Is the applicant partnering with others to implement the project?
- e. Implementation (up to 4 points)** - Does the proposed timeframe seem reasonable? Can the project be completed within one year?

4. Financial Sustainability (up to 8 points)

- a. Budget (up to 4 points)** - Are project estimated costs reasonable? Are ineligible expenses included in the match?
- b. On-going Maintenance (up to 4 points)** - Will the project remain sustainable after grant funding ends? Is it self-sustaining and ongoing?

5. Bonus Points (up to 15 points)

- a.** Is the applicant an ESP, Partner for Pollution Prevention or CLEAN Community member? (5 pts)
- b.** Is the applicant a Minority/Woman Business Enterprise (MEE/WBE)? (5 pts)
- c.** Is the applicant a Small Business? (5 pts)

Review and Selection Process

Project selection is a four-step process: application receipt, application ranking, site visits, and application selection.

- Application receipt – Applications are submitted to IDEM via mail, email, or hand delivered. IDEM will determine applicant eligibility (application meets definition of P2, applicant is registered with the Secretary of State, and applicant has a positive environmental compliance history) and whether applications are complete.
- Application ranking – Once an application is received and determined to be eligible, IDEM coordinates a review and ranking of applications. Representatives from IDEM are invited to review the applications and make funding recommendations to the Assistant Commissioner of the Office of Program Support.
- Site Visits – IDEM's Compliance and Technical Assistance Program (CTAP) will contact top ranking applicants to schedule a compliance assistance site visit. Site visits will be conducted by IDEM's CTAP staff to assist the applicant in ensuring compliance with IDEM regulations. The staff will work with the applicant to address any areas that need improvement to meet compliance standards. If noncompliance is found, the application may not be eligible.
- Application selection – The selections are approved by the IDEM Commissioner. Successful applicants will be contacted by IDEM's P2 Grant Program informing them that their application was selected for funding and the recommended grant amount.

Key Dates

Activity	Date
Announcement of P2 Grant Opportunity via IDEM web site	September 4, 2019
Deadline for Submission of Proposals	November 1, 2019
Application Ranking	November 2019
Compliance Checks and Site Visits	November/December 2019
Application Selection	December 2019/January 2020
Announcement of Awardees	January 2020
Grant Agreements Executed	No later than May 2020

Anticipated Announcement Date

We expect to announce the selections during January 2020. Grant agreements must be signed by the successful applicants prior to any work beginning. The State will not reimburse any costs incurred prior to a grant agreement being signed and executed. Grant agreements should be signed no later than May 2020.

Award Administration Information

Award Notices

Successful applicants will be notified that their application was selected for funding, the grant amount, and the remaining process needed to complete the grant award, including executing a grant agreement. IDEM will also publish on its website the press release announcing the selections.

Administrative Requirements

All financial assistance awards are subject to State financial administration requirements found in the Professional Services Contract Manual at <https://www.in.gov/idoa/3000.htm>. IDEM will work with applicants to ensure that all financial arrangements comply with these requirements. You may view a generic sample Grant Agreement Template at <https://www.in.gov/idoa/3000.htm>.

Responsibilities of the Grantee

Upon award, IDEM staff will develop a grant agreement between the state and the applicant (the "Grantee"). After this paperwork is properly completed and approved by all parties, IDEM will route the agreement through the state signature process. The agreement must then be approved and signed by the Grantee, IDEM, and the Indiana Department of Administration, the Indiana State Budget Agency, and the Indiana Attorney General's Office. The effective date of the grant will be the date on which the agreement is signed by the Attorney General's Office (also referred to as the agreement's execution date.)

Applicants must receive notice that the agreement has been signed by all state signatories **before** any purchases are eligible for reimbursement of funds. Any purchases made outside the term of the agreement will not be reimbursed. Execution of the agreement may take up to three months to be completed. To avoid delay in an organization's process or plans, please keep in mind the application deadlines when applying for the grant and allow adequate time for execution of the agreement before expenditures are made.

Any grant-related expenditure made prior to the start date of the grant agreement (i.e., the date on which the agreement is signed by the Attorney General's Office) or after the expiration date of the agreement will not receive reimbursement and cannot be included as a match.

Reporting

Successful applicants may be required to provide regular updates to IDEM regarding the status of the project. Prior to final payment, applicants may be required to submit a final report documenting the projects implementation.

Project Duration

Projects must be completed within one year from the issue date of the grant agreement.

Contacts

The IDEM Office of Program Support administers the P2 Grant Program. Information can be obtained at <https://www.in.gov/idem/prevention/2553.htm>, from the P2 Grant Program at (800) 988-7901, or by contacting:

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